

**INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION**

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. Post <b>GUATEMALA</b>	2. Agency <b>STATE</b>	3a. Position Number <b>312201 A 100756</b>
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3b. Subject to Identical Position? Agencies may show the number of such positions authorized and/or established after the "Yes" block.

☐ Yes ☒ No

## 4. Reason for Submission

- ☐ a. Redescription of duties: this position replaces  
(Position Number) \_\_\_\_\_, (Title) \_\_\_\_\_ (Series) \_\_\_\_\_ (Grade) \_\_\_\_\_
- ☐ b. New Position \_\_\_\_\_
- ☒ c. Other (explain) \_\_\_\_\_ Position to be advertised \_\_\_\_\_

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority				
b. Other				
c. Proposed by Initiating Office	Consular Assistant ACS	FSN-8		

6. Post Title Position (If different from official title) Consular Assistant	7. Name of Employee
8. Office / Section Consular Section	a. First Subdivision Consular Section
b. Second Subdivision American Citizen Services (ACS)	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position  _____ Printed Name of Employee  _____ Signature of employee      _____ Date (mm-dd-yyyy)	10. This is a complete and accurate description of the duties and responsibilities of this position  C _____ Printed Name of Supervisor  _____ Signature of Supervisor      _____ Date (mm-dd-yyyy)
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11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position  _____ Printed Name of Chief or Agency Head  _____ Signature of Section Chief or Agency Head      _____ Date (mm-dd-yyyy)	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.  _____ Printed Name of Admin or Human Resources Officer  _____ Signature of Admin or Human Resources Officer      _____ Date (mm-dd-yyyy)
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**13. Basic Function of Position**

Incumbent is the legal advisor for the US Consular Unit. This position takes the lead on extradition cases and serves as the primary liaison between the Embassy and the government of Guatemala on extraditions and crime-assistance issues. With the rest of the ACS staff, provides a broad range of services to American citizens, including citizenship cases, assistance and guidance to American citizens who are victims of crime or detained by Guatemalan authorities..

**14. Major Duties and Responsibilities**

**Extraditions:** Serves as the U.S. Government's lead coordinator of extraditions of fugitives from Guatemala to the United States. Drafts and manages the clearance process for diplomatic notes requesting subjects' provisional arrest or final extradition, as well as other extradition-related correspondence. Serves as Post's primary interlocutor with the Department of Justice's Office of International Affairs (DOJ/OIA) and Department of State's Office of the Legal Adviser, Office of Law Enforcement and Intelligence (L/LEI) on case-specific issues. Encourages

issuance for those extradition subjects whose cases the courts have approved. Maintains a database of pending cases and follows-up with Guatemalan officials as needed throughout the process. 25 % of Time

**Citizenship cases:** With the rest of ACS staff, provides citizenship services at the ACS windows for passports, Consular Reports of Birth Abroad, notariats, authentications and other processes. Also enters data and scans applications and final products. Advises applicants about documentary requirements and assists them in completing forms. Brings possible issues regarding citizenship cases to the attention of the LE staff supervisor, the ACS Chief and/or adjudicating officers. 25 % of Time

**Arrests:** Serves as the Embassy's main point of contact for Guatemalan law enforcement authorities when a U.S. citizen is arrested or detained. Develops and maintains arrest kits for use during prison visits and drafts/updates documents for inclusion in those kits. Interacts with U.S. citizens' attorneys and families, as pertinent. Maintains a database of pending cases and follows up with Guatemalan officials as needed throughout the process. 20 % of Time

**Crime:** Serves as the Embassy's main point of contact for Guatemalan law enforcement authorities and the Guatemalan Tourist Assistance Program (PROATUR) when a U.S. citizen becomes a crime victim in Guatemala, and with the Procuraduría General de la Nación (PGN) when a U.S. citizen child has been located in Guatemala in the context of an international parental child abduction (IPCA) case. Works with victims to identify local resources, including shelters. Encourages the Ministerio Público to conduct appropriately thorough investigations and identify and prosecute perpetrators. Interacts with U.S. citizens and their families when they become victims, including once the victims/families have returned to the United States, as appropriate, to provide updates on the Guatemalan investigation. 15 % of Time

**Legal Advice:** Provides legal counsel, expertise and/or advice to ACS Unit colleagues regarding cases related to American Citizens. 15 % of Time

**Note: This Position Description in no way states or implies that these are the only duties to be performed by the incumbent. Incumbent will be required to perform other duties as assigned by the Supervisor a/o agency.**

#### 15. Qualifications Required For Effective Performance

- a. Education: BA degree in the field of law is required.
- b. Prior Work Experience: At least 2 years of employment experience in the legal field is required.
- c. Post Entry Training: ACS consular correspondence courses, ACS+, crime victims assistance course.
- d. Language Proficiency: List both English and host country languages(s) proficiency requirements by level (II, III) and specialization (sp/read). English: level IV (fluent) – Spanish: level IV (fluent). Proficiency will be tested.
- e. Job Knowledge: General knowledge of the Guatemalan legal system, the Guatemalan Constitution, laws and judicial processes, especially pertaining to serious crimes, as required.
- f. Skills and Abilities: Excellent interpersonal and organization skills. Ability to draft cables, letters and other correspondence in both English and Spanish. Level IV (good working knowledge) computer skills, full knowledge of MS Office suite and all other Consular software (ACS+, CCD).

#### 16. Position element

- a. Supervision Received: Directly supervised by LE Staff supervisor and the ACS Unit Chief.
- b. Supervision Exercised: n/a
- c. Available Guidelines: The Foreign Affairs Manual, instructional cables, Consular Management Handbook, Consular Assistance to Crime Victims, Extradition Treaty, Guatemalan Legal Code, Guatemalan Constitution.
- d. Exercise of Judgment: Expected to use own judgment and initiative encouraging GoG to prosecute cases on behalf of American crime victims and in encouraging for action in extradition cases. Own judgment will be used in making recommendations to the ACS Chief.
- e. Authority to make Commitments: n/a
- f. Nature, Level, and Purpose of Contacts: Good working relationship with high, mid and lower level officials in the Public Ministry, the Judiciary, the Ministry of the Interior, Ministry of Foreign Affairs and the Guatemalan Tourist Authority (INGUAT), as well as agencies dealing with abductions (Procuraduría General de la Nación – PGN) and adoptions (Consejo Nacional de Adopciones – CAN), disaster preparedness and relief (Coordinadora Nacional para la Reducción de Desastres – CONRED), and forensic matters (Instituto Nacional de Ciencias Forenses – INACIF). Also maintains a wide variety of professional contacts with Guatemalan police, hospitals, prisons and the legal field. Contacts are used to facilitate assistance to Americans and secure successful results in criminal prosecution of crimes against Americans and extraditions.
- g. Time expected to Reach Full Performance Level: One year?.



U. S. Department of State